

## EXHIBIT 3-D

### SAMPLE FORMAT FOR REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The following is intended only as an example of a format that may be used to issue a Request for Proposals (RFP), also referred to as a Request for Qualifications (RFQ), for engineering services. TSEP recipients should consider the content of their RFP's very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project. See also Exhibit 3-E for a sample format for advertising the availability of the RFP. TSEP recommends that the services to be provided be sufficiently descriptive so that you can retain the services of the selected consultant from one phase to the next, if desired.

**If grant writing and/or grant administration services are also to be procured as part of this request, those services should be added to the scope of work and the title modified to also reflect those additional services requested.**

The \_\_\_\_\_ (Town or City of \_\_\_\_\_ or \_\_\_\_\_ County) has been awarded a Treasure State Endowment Program (TSEP) grant in the amount of \$ \_\_\_\_\_ by the Montana Legislature for \_\_\_\_\_ (description of project including purpose, location, time frame, and present status).

Contingent upon this award, the Town (or City) Council of \_\_\_\_\_ (or the \_\_\_\_\_ County Commission) is soliciting proposals for engineering services to assist the Town (City or County) in designing and supervising construction of this project in compliance with all applicable requirements under the Montana TSEP Program. Payment terms will be negotiated with the selected offeror. The fee for engineering services will be paid with TSEP funds.

The services to be provided may include:

- ☐ preparing a preliminary engineering report and an environmental checklist in accordance with the *Uniform Application for Montana Public Facility Projects*;
- ☐ conducting studies and tests necessary to assess the [water, wastewater or bridge] system;
- ☐ designing system improvements including preparing plans and specifications and assembling a bid package in conformance with applicable requirements;
- ☐ providing bid evaluation services such as preparing the advertisements for bid solicitation, conducting the bid opening, and evaluating the bids received;

- ☐ providing construction engineering services such as conducting the preconstruction conference, field staking, on-site inspection of construction work, testing, preparing inspection reports, reviewing contractor requests for payment, conducting final inspection, and providing certified "as built" drawings to the( Town, City or County) and appropriate regulatory agency upon project completion; and
- ☐ preparing an operation and maintenance manual. {or ;and}
- ☐ providing grant administration and grant writing services for the project.

There is no guarantee that the \_\_\_\_ (Town, City, or County) will require any number of the above, and the \_\_\_\_ (Town, City, or County) will reserve the right to seek additional assistance from other firms for some of the above if the \_\_\_\_ (Town, City, or County) finds this to be in the \_\_\_\_ (Town's, City's, or County's) best interest.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to project;
4. a description of the firm's prior experience, including any similar projects (in particular those funded by TSEP), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance;
5. a description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following criteria:

1. the qualifications of the professional personnel to be assigned to the project \_\_\_\_%
2. the consultant's capability to meet time and project budget requirements \_\_\_\_%
3. location \_\_\_\_%
4. present and projected workloads \_\_\_\_%
5. related experience on similar projects \_\_\_\_%
6. recent and current work for the entity issuing the RFP \_\_\_\_%

The evaluation criteria listed above are the minimum required by Montana statute (18-8-204, MCA). Local officials may include additional criteria, which they believe are appropriate to the work tasks to be involved, with relative weightings for each according to their priority. However, price cannot be used as one of the evaluation criteria and can only be considered when negotiating with the most qualified consultant.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the \_\_\_\_\_ (Town, City, or County), all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to Mayor (Commissioner) \_\_\_\_\_, P.O. Box \_\_\_\_\_, Montana, \_\_\_\_\_ (zip). All responses must be postmarked no later than \_\_\_\_\_ (date). Please state "TSEP Engineering Services Proposal" on the outside of the response package.

Respondents may review the TSEP application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the \_\_\_\_\_ (Town, City or County) offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Ave., Helena, MT 59620-0523.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the \_\_\_\_\_ (Town or City Council or County Commission) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.